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18 August 1952

MEMORANDUM FOR: Staff and Division Chiefs, TR(G)

SUBJECT : Suggested Terms of Reference for the Weekly Progress Report

1. The topics below represent a guide in the preparation of the weekly progress report. The deadlines set forth in my memo of 12 August remain unchanged.

I. Outstanding achievements of the week

II. Important developmental plans

III. Contributions by TR(G), including individual presentations, to intelligence efforts in the Departments and Agencies of the Government

IV. Contributions by other intelligence agencies or individuals to OTR programs

V. Requests for special training and facilities made by the Offices of the DD/P, DD/I, DD/A and any training requests from outside CIA.

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REASON 3d(3)

[redacted]
Deputy Director of Training (General)

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